



**FISCAL YEAR 2015
CALIFORNIA STATE NONPROFIT SECURITY
GRANT PROGRAM**

**REQUEST FOR
PROPOSAL**

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A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for California Governor's Office of Emergency Services (Cal OES) grant funds for the Fiscal Year (FY) 2015 California State Nonprofit Security Grant Program (CSNSGP).

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues should be submitted via e-mail to:

Renee A. Mota-Jackson
Program Manager
Infrastructure Protection Grants Unit
Renee.Jackson@caloes.ca.gov
916-845-8404

Cal OES staff cannot assist the applicant with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

C. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

All application documents are to be emailed to Nonprofit.Security.Grant@CalOES.ca.gov.

Proposal Deadline: 08:00 A.M. November 16, 2015. No late submissions will be considered.

D. ELIGIBILITY

To be eligible for funding through the CSNSGP, applicants must meet the following requirements.

1. The Program addresses the unique needs of California nonprofit organizations determined to be at high risk of a terrorist attack and located within the State of California.

2. Applicants must provide evidence that they are nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code).

E. FUNDING AMOUNT/GRANT PERIOD

There is approximately \$2 million available for the CSNSGP. Cal OES will fund successful applicants beginning November 1, 2015, and ending March 15, 2018. Applicants are encouraged to apply only for the amount of funding necessary to safeguard their facility. The funding request cannot exceed \$75,000.

F. PROGRAM BACKGROUND

On April 2, 2015, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) released the FY15 Nonprofit Security Grant Program (NSGP) Notice of Funding Opportunity announcement. The FY15 NSGP is a federal program designed to support security enhancements for nonprofit organizations that are at high risk of a terrorist attack. The FY 2015/2016 California budget allocated \$2,000,000 to supplement the FY15 NSGP. Cal OES Grants Management has established the CSNSGP with the state allocation. This grant is competitive. Therefore, scoring criteria have been established and grants will be awarded for the top-scoring applications until all allocated funding is awarded. Applications will be recommended for funding based on the threat, vulnerability, and consequence faced by a specific facility/location.

G. PROGRAM DETAILS

Allowable costs are focused on target hardening activities. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in prevention of and/or protection against the risk of a terrorist attack. This equipment is **limited to select items from two categories** on the DHS Authorized Equipment List (AEL), at <https://www.fema.gov/media-library/assets/documents/101566>.

The categories are:

- ☐ Physical Security Enhancement Equipment (Category 14)
- ☐ Inspection and Screening Systems (Category 15)

Allowable training-related costs under FY 2015 CSNSGP are limited to attendance fees for the training, and related expenses such as materials, supplies, and/or equipment. No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible. Training projects must be proposed in the Investment Justification and **must** be presented by a **pre-approved** training provider. If the applicant is selected for an award they must obtain proof of that approval via a feedback number obtained by submitting the “Training Request Form” found here: <https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>.

Training topics must relate to protection of critical infrastructure and key resources including physical and cyber security, target hardening, and must address a specific threat and/or vulnerability as identified in the IJ.

PART II – RFP INSTRUCTIONS

A. PREPARING A PROPOSAL

A. PREPARING A PROPOSAL (Investment Justification application)

- The process is competitive and no applicant is guaranteed funding. It is recommended that the applicants contact their Regional Terrorism Threat Assessment Center, <http://www.caloes.ca.gov/cal-oes-divisions/state-threat-assessment-center>, for verifiable threat information. Project review and final determination will be made by Cal OES review panel.
- Proposals are to be completed using the CSNSGP Investment Justification (IJ) Excel Template.
- A nonprofit organization Contact Information sheet must be submitted with the IJ.
- The IJ and Contact information sheet templates are located at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/infrastructure-protection-grants>.
- Mission Statements must be on your organization's official letterhead and submitted with the IJ.
- Vulnerability Assessments must be submitted with the IJ. They must be conducted by experienced security, law enforcement or military personnel. They must identify the assessor. They must be dated and signed by the assessor.

All documents are to be sent via email to Nonprofit.Security.Grant@CalOES.ca.gov.

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PART III – POLICIES AND PROCEDURES

- A. PROPOSAL RATING**
 - B. FUNDING RECOMMENDATION**
 - C. NOTIFICATION PROCESS**
 - D. APPEAL OF DECISION**
 - E. POST AWARD REQUIREMENTS**
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A. PROPOSAL RATING

Eligible applications received by the deadline are generally rated by a three member team. The raters' scores are averaged and then ranked numerically. Rating of applicants will begin around November 23, 2015.

The State will conduct a high-level, cursory review of all submitted applications to first determine eligibility based on the established criteria. Once eligibility has been verified, Cal OES will review and score compliant IJs using the federal scoring process as follows:

<u>TOTAL - 40 possible points</u>	
Section I.	Not scored
Section II.	2 possible points
Section III.	12 possible points
Section IV.	8 possible points
Section V.	9 possible points
Section VI.	5 possible points
Section VII.	4 possible points

In the event of a tie during the scoring process, priority may be given to organizations that have not previously received federal nonprofit security grant funding. Cal OES retains the discretion to consider other factors and information in addition to those stated in this RFP.

Cal OES will review and approve projects which meet the criteria based on the AEL and the scoring system established for this Program.

B. FUNDING RECOMMENDATION

Final funding decisions are made by the Director of Cal OES. Funding recommendations are based on the following:

- The ranked score of the application.
- Consideration of funding priorities or geographical distribution specific to the CSNSGP.
- Previous federal security-grant funding.
- Prior negative administrative and programmatic performance, if applicable.
- Other factors at the discretion of Cal OES.

Federal projects previously managed by Cal OES will be reviewed for compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The project may not be selected for funding.
- The amount of funding may be reduced.
- Grant Award Special Conditions may be placed in the Grant Award Agreement.

C. NOTIFICATION PROCESS

Applicants will be notified via email and in writing. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

D. APPEAL OF DECISION

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeals Guidelines for Competitive Funding Decisions. A copy of these guidelines may be requested by contacting the individual listed in Part I - Overview, B. Contact Information.

E. POST AWARD REQUIREMENTS

Applicants applying for funding must submit all required documentation and attend a Required Documents Workshop. The Financial Management Forms Workbook (FMFW) is located at: <http://www.caloes.ca.gov/for-governments-tribal/grants-funding/grants-processing-programs/homeland-security-grants-processing>. Successful CSNSGP grant recipients must obtain California Environmental Quality Act (CEQA) and State Historic Preservation Office (SHPO) approvals if needed. Each awardee must abide by their local city and county environmental and historic preservation ordinances. A CEQA certification form must be submitted with the post-award application package. All signed forms must be submitted via U.S. Mail.

The FMFW is the method of reimbursement of authorized expenditures for the recipient. Recipients must submit and have approved from their Program Representative the FMFW, copies of their detailed bids, invoices and contracts for the work purchased and performed and proof of payment.

Recipients must provide Cal OES with all necessary required documents that must include: Make, Model, Quantity of equipment to be purchased as well as location of where the equipment will be installed. Pictures of the facility may be required to verify that equipment is not already in place.

Cal OES is currently conducting a program of recipient monitoring. The monitoring will encompass the recipient's administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual recipient monitoring activities to those approved in the recipient application and subsequent modifications, if any.

Cal OES may suspend or terminate recipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the recipient application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Before taking action, Cal OES will provide recipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

In the **Grant Closeout letter**, Cal OES will notify the recipient of the start of the record retention period for all programmatic and financial grant related records.

Cal OES will close a recipient award after:

- Receiving a recipient Performance Report indicating that all approved work has been completed and all funds have been disbursed.
- Completing a review to confirm the accuracy of reported information.
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the recipient is owed additional funds, Cal OES will send the final payment automatically to the recipient. If the closeout review and reconciliation indicates the recipient did not use all funds received, Cal OES will issue an invoice or Grant Modification letter to recover the unused funds.